

LAW ENFORCEMENT RECORDS RETENTION SCHEDULE

TABLE OF CONTENTS

LAW ENFORCEMENT RECORDS	A-9-56
Activity Reports, Law Enforcement	A-9-56
Alarm Records	A-9-56
Arrest Warrant Log Records	A-9-56
Arrest Warrant Records	A-9-57
Booking Records	A-9-57
Bulletins From Other Agencies	A-9-57
Civil Enforcement Case Files	A-9-57
Communications Logs	A-9-57
Computer Inquiry Records	A-9-58
Computer Validation Records	A-9-58
Crime Analysis Records	A-9-58
Crime Prevention Community Organization Records	A-9-58
Crime Prevention Program Records	A-9-58
Crime Prevention Security Survey Records	A-9-59
Crime Prevention Vacation House Inspection Records	A-9-59
Criminal Arrest History Records	A-9-59
Criminal History Dissemination Records	A-9-59
Criminal Intelligence System Database Records	A-9-60
Detoxification Confinement Logs	A-9-60
Emergency Telephone Calls Continuous Audio Tapes	A-9-60
Equipment Issued Records	A-9-60
Expunged Or Sealed Records	A-9-61
Field Interrogation Reports	A-9-61
Fingerprint Cards	A-9-61
Fingerprint Cards, Latent	A-9-61
Handgun Dealers' Sales Records	A-9-62
Indemnity Bonds	A-9-62
Impounded And Abandoned Vehicle Records	A-9-62
Incident Case File Indexes	A-9-62
Incident Case Files	A-9-62
Informant Case Files	A-9-63
Inmate Accountability Records	A-9-63
Inmate Case File Indexes	A-9-63
Inmate Case Files	A-9-63
Inmate Meal Records	A-9-63
Inmate Medical Records	A-9-63
Inmate Medication Records	A-9-64
Inmate Telephone And Mail Logs	A-9-64
Inmate Visitor Records	A-9-64
Internal Investigations Case Files	A-9-64
Juvenile Temporary Custody Records	A-9-64
Lost And Found Property Records	A-9-64
Maps, Law Enforcement	A-9-65
Master Name Index Records	A-9-65
Mug Shots	A-9-65
Officer Notes	A-9-65
Officer Weapon Registration Records	A-9-65
Pawn Broker And Second Hand Dealer Reports	A-9-65
Photo Identification Records	A-9-66
Polygraph Records	A-9-66
Property And Evidence Control And Disposition Records	A-9-66

Property Registration Records	A-9-66
Property Sales Records	A-9-66
Radar Equipment And Other Technical Equipment Certification And Maintenance Records	A-9-67
Records Request File	A-9-67
Results Of Alcohol And Drug Tests Administered By Law Enforcement Personnel	A-9-67
Teletype / Fax / Electronic Messages	A-9-67
Towed Vehicle Records	A-9-67
Traffic And Other Citation Logs	A-9-68
Traffic And Other Citations	A-9-68
Traffic Violation Warning Records	A-9-68
Master Summary Record	A-9-69
Probation Department Case Files	A-9-69

LAW ENFORCEMENT RECORDS

SG1601. ACTIVITY REPORTS, LAW ENFORCEMENT

Individual officer, shift, and other activity reports usually filed on a daily, weekly, monthly, or annual basis. Useful for reference, performance monitoring, compiling annual reports, planning and budgeting, and for briefing subsequent shifts or activities. Applies to various duties such as dispatch, confinement, investigations, and patrol. Information usually includes name, shift, date, activities, and various statistical categories for tracking the number of arrests, phone calls, mileage, and other indicators. Also includes monthly and annual law enforcement or uniform crime reports summarizing statistics on criminal activity and office operations. Information may include date, categories, totals, and related data.

Retention *Record copy:*

A. Annual reports and monthly reports (for years in which no annual report exists).

PERMANENT. Contact State Archivist.

B. Other reports:

Retain by agency for 3 years and then destroy.

SG1602. ALARM RECORDS

Records documenting the licensing, use, and response to security alarms. Licenses and permits usually contain name and address of holder, type of alarm, location, instructions to officers responding to call, names of individuals to be contacted when alarm sounds, fee charged, and related data. Other records may include alarm response reports and false alarm reports. False alarm reports are used to document ordinance violations concerning the number of false alarms in a given period.

Retention *Record copy:* Retain by agency for 2 years and then destroy.

SG1603. ARREST WARRANT LOG RECORDS

Records documenting the status of arrest warrants as served, unserved, or recalled by the court. May include logs, validation listings, checkout sheets, and related records. Logs usually include date of warrant, subject's name, charge, date, warrant served or recalled, and related information.

Retention *Record copy:* Retain by agency until superseded, obsolete or no longer needed and then destroy.

SG1604. ARREST WARRANT RECORDS

Records related to a written order made by the court on behalf of the commanding law enforcement officials to bring a specified individual before the court. May also include detainer requests, informational documents related to the wanted person, teletypes, and other records relevant to the service of warrants. Warrant information includes date, court, judge's name, individual's name and date of birth, charge, and related data.

Retention *Record copy:* Retain by agency until served or recalled by the court and then destroy.

SG1605. BOOKING RECORDS

Books, logs, or other records documenting the confinement and release of individuals held in an agency correctional facility. Information usually includes name, charges, date of confinement, date of release, physical condition, and related data.

Retention *Record copy:*

A. If homicide or felony:

PERMANENT. Contact State Archivist.

B. If misdemeanor:

Retain by agency for 5 years and then destroy.

SG1606. BULLETINS FROM OTHER AGENCIES

Bulletins, circulars, and related records received from federal, other state, and local law enforcement agencies. Usually contains descriptions and photographs of fugitives, missing persons, or stolen property. May also include other information of interest to the department.

Retention *Record copy:* Retain by agency until superseded, obsolete or no longer needed and then destroy.

SG1607. CIVIL ENFORCEMENT CASE FILES

Record of actions taken relating to a specific civil case. Information may include attempts at service, actual service information, and documentation of enforcement actions taken under the provisions of the order.

Retention *Record copy:* Retain by agency 3 years after action completed and then destroy.

SG1608. COMMUNICATIONS LOGS

Logs documenting incoming and outgoing communications including radio, telephone, computer aided dispatch, and teletype. Information may include date and time, subject, location, response, message, and other data depending on type of transmission.

Retention *Record copy:* Retain by agency 1 year and then destroy.

SG1609. COMPUTER INQUIRY RECORDS

Logs or other hard copy records documenting requests made to other agencies involving missing persons, wanted persons, stolen vehicles, and other subjects.

Retention *Record copy:* Retain by agency until superseded, obsolete or no longer needed and then destroy.

SG1610. COMPUTER VALIDATION RECORDS

Logs or similar hard copy records detailing validation requests and proof of verification for NCIC or other law enforcement information networks. Useful to document maintenance of network standards.

Retention *Record copy:* Retain by agency 5 years or until audited by NCIC or other applicable law enforcement network, whichever is first, and then destroy.

SG1611. CRIME ANALYSIS RECORDS

Records documenting department efforts to anticipate, prevent, or monitor possible criminal activity. May include reports, statistical summaries, photographs, sound and video tape recordings, and related documents. Subjects often include crime patterns or modes of operation, analysis of particular crimes, criminal profiles, forecasts, movements of known offenders, alerts from other agencies, and others.

Retention *Record copy:*

A. Major crime analyses or studies:

Retain by agency 10 years and then destroy.

B. Other records:

Retain by agency until superseded, obsolete or no longer needed and then destroy.

SG1612. CRIME PREVENTION COMMUNITY ORGANIZATION RECORDS

Mailing lists, plans, evaluations, notes, reports, and other records documenting community organizations, associations, individual volunteers, and others engaged in or interested in crime prevention efforts. Useful in developing community support for law enforcement programs.

Retention *Record copy:* Retain by agency until superseded, obsolete or no longer needed and then destroy.

SG1613. CRIME PREVENTION PROGRAM RECORDS

Records documenting department efforts to train citizens in crime prevention. May contain training and media presentation records including lesson plans, outlines, tests, evaluations, speeches, and related records. Subjects usually include neighborhood watches, home security, and others.

Retention *Record copy:* **PERMANENT.** Contact State Archivist.

SG1614. CRIME PREVENTION SECURITY SURVEY RECORDS

Records documenting citizen requested officer surveys of homes and businesses and subsequent recommendations related to security. Usually contains a detailed checklist of problems or security defects. Subjects often includes areas of potential break in, blocked exits, landscaping that can hide crime, and similar topics. Survey usually is compiled into a report that is sent to the owner or renter.

Retention *Record copy:* Retain by agency 2 years and then destroy.

SG1615. CRIME PREVENTION VACATION HOUSE INSPECTION RECORDS

Records documenting the inspection of homes and other properties while the occupants are away. Information often includes name, address, date received, vacation beginning and ending dates, emergency contact information, special conditions at the house or property, dates and times officers checked the house or property, and related data.

Retention *Record copy:* Retain by agency until superseded, obsolete or no longer needed and then destroy.

SG1616. CRIMINAL ARREST HISTORY RECORDS

Records documenting information on the accumulated criminal arrest history of individuals which may be useful in current or future investigations. Records may include summary sheets or cards, arrest reports, fingerprint cards, mug shots, and related documents. Information often includes name, aliases, residence, sex, age, date and place of birth, height, weight, hair and eye color, race, scars, marks, tattoos, abnormalities, date of arrest, offense committed, habits, closest relatives or friends, and more.

Retention *Record copy:*

A. If homicide or felony:

PERMANENT. Contact State Archivist.

B. If misdemeanor:

Retain by agency for 5 years and then destroy.

SG1617. CRIMINAL HISTORY DISSEMINATION RECORDS

Logs and other records documenting the dissemination of criminal histories and other law enforcement information to other agencies or criminal information systems. May include teletype and computer message logs. Information includes date of release, subject of information, recipient of information, reason information was requested, and identification numbers.

Retention *Record copy:* Retain by agency until superseded, obsolete or no longer needed and then destroy.

SG1618. CRIMINAL INTELLIGENCE SYSTEM DATABASE RECORDS

Records documenting possible and proven criminal activity by individuals, groups, organizations, and businesses for use by local government law enforcement agencies. Includes investigatory reports, statistical reports, correspondence, memoranda, and related records. Information includes suspect identification, alleged activity, location, date, source validity, and other data. Sources include law enforcement and regulatory agencies, and private citizens.

Retention *Record copy:*

A. If homicide or felony:

PERMANENT. Contact State Archivist.

See also SG0408. Data Documentation for Primary Operations Databases.

B. If misdemeanor:

Retain by agency for 5 years and then destroy.

SG1619. DETOXIFICATION CONFINEMENT LOGS

Logs listing names of individuals held because of drunkenness and released when sober. Includes dates and times confined and released, name of individual, and related information.

Retention *Record copy:* Retain by agency 2 years and then destroy.

SG1620. EMERGENCY TELEPHONE CALLS CONTINUOUS AUDIO TAPES

Audio tapes that record incoming emergency calls, law enforcement and emergency dispatches, radio activity, and 9-1-1 calls. Tapes are maintained on a 24 hour basis. Recordings of serious incidents may warrant longer retention for legal reasons. These may be transferred onto a separate tape and retained until legal action is resolved.

Retention *Record copy:* Retain by agency until superseded, obsolete or no longer needed and then destroy.

SG1621. EQUIPMENT ISSUED RECORDS

Records documenting equipment issued to an agency law enforcement agency and other agency personnel. Items include but are not limited to handcuffs, keys, uniforms, badges, personal protective and fire fighting equipment, and lockers. May include inventories, optional equipment lists, data sheets, and other records. Information often includes date, employee name, number, and section, description of equipment, and related data.

Retention *Record copy:* Retain by agency until superseded, obsolete or no longer needed and then destroy.

SG1622. EXPUNGED OR SEALED RECORDS

Records documenting the arrest and/or conviction of a person who petitions and is granted by the court an order sealing or otherwise disposing of any related records. Upon entry of such an order, the applicant for purposes of the law shall be deemed not to have been previously convicted, or arrested as the case may be, and the court shall issue an order sealing the record of conviction or other official records in the case, including the records of arrest whether or not the arrest resulted in further criminal proceeding.

Retention *Record copy:* **PERMANENT.** Contact State Archivist.

SG1623. FIELD INTERROGATION REPORTS

Informational reports written by a law enforcement officer related to individuals, events, or vehicles for which the officer does not have probable cause for enforcement. Information usually includes name and address of person contacted, physical description of person or vehicle, officer's name, location of contact, date and time, witnesses, reason for contact, and related data.

Retention *Record copy:* Retain by agency 1 year and then destroy.

SG1624. FINGERPRINT CARDS

Cards containing fingerprints, palm prints, toe prints, and other personal identifiers of arrested individuals. Used for identification and apprehension of suspects in criminal investigations. May also include fingerprints of private security personnel working in an area. Information often includes name, address, date and place of birth, Social Security number, alias, occupation, employer, name of individual taking prints, and related data. Fingerprint cards of individuals known to be dead need not be retained.

Retention *Record copy:*

A. If homicide or felony:

PERMANENT. Contact State Archivist.

B. If misdemeanor:

Retain by agency for 5 years and then destroy.

SG1625. FINGERPRINT CARDS, LATENT

Cards containing latent fingerprints and palm prints found at crime scenes without identification of suspects. These are compared against cards on file at the agency. Usually contains information related to the crime, location, date and time, and other details of the case.

Retention *Record copy:*

A. If homicide or felony:

PERMANENT. Contact State Archivist.

B. If misdemeanor:

Retain by agency for 5 years and then destroy.

SG1626. HANDGUN DEALERS' SALES RECORDS

Records documenting purchases of handguns from dealers. May include duplicate register sheets mailed by the dealer to the law enforcement agency and triplicate register sheets mailed by the dealer to the State Police for criminal records checks and then forwarded to the agency. Information includes series number, sheet number, sales person, Date and time, city, make, serial number, caliber, name of purchaser, date of birth, address, height, occupation, race, color of eyes and hair, local address (if traveling), and signatures of purchaser and sales person.

Retention *Record copy:* **PERMANENT.** Contact State Archivist.

SG1627. INDEMNITY BONDS

Copies of insurance bonds issued to indemnify the law enforcement agency against claims of wrongful actions in civil seizure cases.

Retention *Record copy:* Retain by agency 2 years after seizure has been completed and a return has been made to the court of issuance.

SG1628. IMPOUNDED AND ABANDONED VEHICLE RECORDS

Records documenting vehicles impounded by the department related to accidents, abandonment, recovered stolen vehicles, vehicles used in the commission of crimes, and other reasons. May include reports, notifications, information cards or sheets, receipts, and related records. Information often includes the make, model, year, color, identification number, tag number, and condition of the vehicle and contents, reason for impounding, location of impoundment, charge (if any), towing company used, release conditions, name and address of individual to whom vehicle was released, and other data.

Retention *Record copy:* Retain by agency 2 years after disposition, for records not included in Incident Case Files, and then destroy.

SG1629. INCIDENT CASE FILE INDEXES

Indexes to incident case files used as cross references between case numbers, names, dates, modus operandi, and other descriptive information.

Retention *Record copy:* **PERMANENT.** Contact State Archivist.

SG1630. INCIDENT CASE FILES

Central case files documenting complaints or other actions or incidents investigated by the department. Usually filed by case number. Records may include investigative reports, fingerprint cards, original arrest reports, supplemental reports, photographs, correspondence, teletypes, court orders, court dispositions, officer notes, laboratory reports, DUI test records including chemical analyses (also known as intoxilyzer or breathalyzer test records), citizen arrest certificates, copies of warrants, search warrants, and booking sheets, property/evidence reports, custody reports, and other related documents. Information usually includes suspect identification, alleged activity, location, date, validity of source information and other data. Sources include law enforcement and regulatory agencies and private citizens.

Retention *Record copy:* **PERMANENT.** Contact State Archivist.

SG1631. INFORMANT CASE FILES

Records documenting information about informants used by department personnel. May include reports, correspondence, payment records, fingerprint cards, signature cards, letters of understanding on informant activities, and related records. Risk management issues arise when keeping these records for longer periods of time. There is a real liability issue when dealing with personal information.

Retention *Record copy:* Retain by agency 3 years and then destroy.

SG1632. INMATE ACCOUNTABILITY RECORDS

Logs, lists, rosters, and other records documenting inmate counts, cell locations, and status, as well as related information. May include logs detailing status of individual inmates such as those awaiting action or on hold status, released on their own recognizance, or released on security. May also include rosters documenting the location of all inmates by head counts at regular intervals.

Retention *Record copy:* Retain by agency 1 year and then destroy.

SG1633. INMATE CASE FILE INDEXES

Indexes used to access inmate case files. Usually cross referenced by name, case number, and other identifiers.

Retention *Record copy:* **PERMANENT.** Contact State Archivist.

SG1634. INMATE CASE FILES

Records documenting non-medical information on inmates confined in an agency correctional facility. Often contains date of entry, date of release, incident reports, release receipt indicating return of property, court commitment and release orders, behavioral information, and other relevant information concerning the arrest and confinement of an individual.

Retention *Record copy:* **PERMANENT.** Contact State Archivist.

SG1635. INMATE MEAL RECORDS

Records documenting menus used to plan and schedule inmate meals. May include listings of those inmates who received meals. Information may include month, day, meal, menu, inmates served, and related data.

Retention *Record copy:* Retain by agency until superseded, obsolete or no longer needed and then destroy.

SG1636. INMATE MEDICAL RECORDS

Records documenting outpatient medical treatment given to inmates. Often contains treatment log, prescriptions, health questionnaires, laboratory reports, x-ray reports, medical reports from other facilities, and related records. Information may include inmate's name, date of treatment, description of treatment, and related data.

Retention *Record copy:* Retain by agency for 7 years and then destroy.

SG1637. INMATE MEDICATION RECORDS

Records documenting medications kept by the jail and dispensed to inmates. Often contains logs and related records. Information may include name of medication, date and time issued, name of inmate to whom medication was dispensed, name of individual dispensing medication, amount dispensed, amount remaining in stock, and related data.

Retention *Record copy:* Retain by agency for 7 years and then destroy.

SG1638. INMATE TELEPHONE AND MAIL LOGS

Logs and other records documenting telephone calls and mail sent and received by inmates. Information may include name of inmate, date and time of telephone call or mail, and related data.

Retention *Record copy:* Retain by agency 1 year and then destroy.

SG1639. INMATE VISITOR RECORDS

Records documenting information about visitors to inmates confined in an agency correctional facility. May include logs, request slips, and related records. Information often includes date, time in, visitor's signature and address, object of visit, time out, and related data.

Retention *Record Copy:* Retain by agency 1 year and then destroy.

SG1640. INTERNAL INVESTIGATIONS CASE FILES

Records documenting investigations of department personnel for violations of laws, rules, or policies and may include findings and dispositions of investigations. Records often contain complaints, correspondence, investigatory reports, interviews, hearing summaries and testimony, and related documents. Information usually includes name of employee investigated, reason, location of violation, date, accomplices' names and addresses, witnesses' names and addresses, action taken, and related data.

Retention *Record copy:* Retain by agency for 3 years and then destroy.

SG1641. JUVENILE TEMPORARY CUSTODY RECORDS

Records documenting children taken into temporary custody by the department. The action is not considered an arrest. Information may include the name, age, and address of the child, the name and address of the person having legal or physical custody of the child, reasons for and circumstances under which the child was taken into temporary custody, and other data.

Retention *Record copy:* Retain by agency for 3 years and then destroy.

SG1642. LOST AND FOUND PROPERTY RECORDS

Records documenting agency receipt and maintenance of lost and found or abandoned property such as money, bicycles, automobiles, and other items not related to a crime. Includes receipts, inventory lists, destruction logs, property reports, and related records.

Retention *Record copy:* Retain by agency for 3 years and then destroy.

SG1643. MAPS, LAW ENFORCEMENT

Maps and related records maintained for reference and for tracking various trends. Examples include but are not limited to Neighborhood Watch Program maps, Block Home Program maps, street number location maps and books, parking meter maps, and maps plotting reported crimes in a given area.

Retention *Record copy:* **PERMANENT.** Contact State Archivist.

SG1644. MASTER NAME INDEX RECORDS

Records documenting information on each individual who has been field interrogated or arrested, suspects or accomplices in crimes, victims, complainants, and witnesses to incidents. Information may include name, address, date of birth, race, sex, date and time of incident or contact, incident number, and related data.

Retention *Record copy:* **PERMANENT.** Contact State Archivist.

SG1645. MUG SHOTS

Photographs and negatives of arrested individuals used for identification and apprehension of suspects in criminal investigations.

Retention *Record copy:*

A. If homicide or felony:

PERMANENT. Contact State Archivist.

B. If misdemeanor:

Retain by agency for 5 years and then destroy.

SG1646. OFFICER NOTES

Notes written by officers during the course of a shift containing information which may or may not be included in an official report. May pertain to contacts, incidents, unusual circumstances, and other subjects. Useful for referral in writing reports and testifying in court. Information includes names, dates, times, vehicles, activities, locations, and related data.

Retention *Record copy:* Retain by agency for 3 years and then destroy.

SG1647. OFFICER WEAPON REGISTRATION RECORDS

Records documenting weapons assigned to law enforcement officers. Information includes officer's name, and the make, model, serial number, and caliber of the weapon.

Retention *Record copy:* Retain by agency until superseded, obsolete or no longer needed and then destroy.

SG1648. PAWN BROKER AND SECOND HAND DEALER REPORTS

Reports submitted to the department documenting merchandise bought and sold by dealers. Useful in tracing stolen items. Information includes name, address, identification, and personal description of pledger, as well as the date, dealer's name, and description of article.

Retention *Record copy:* Retain by agency for 3 years and then destroy.

SG1649. PHOTO IDENTIFICATION RECORDS

Photographs and other records used to identify agency employees, private security personnel, contract workers, and others. May include photographs taken for agency identification cards, driver's license photographs, and information such as name, date of birth, physical description, identification number, driver's license number, and other data.

Retention *Record copy:* **PERMANENT.** Contact State Archivist.

SG1650. POLYGRAPH RECORDS

Records documenting polygraph tests given to criminal suspects, prospective employees and others. Includes pre-examination records, examination questions for individuals interviewed, statements of consent, polygraph analysis reports, examiner's original test questions, examination chart tracing reports, polygraph results charts, conclusions, interviewee statements, and background information.

Retention *Record copy:*

A. If homicide or felony:

PERMANENT. Contact State Archivist.

B. If misdemeanor:

Retain by agency for 5 years and then destroy.

SG1651. PROPERTY AND EVIDENCE CONTROL AND DISPOSITION RECORDS

Records used to track property and evidence coming into department possession. Documents receipt, storage, and disposition of personal property and physical evidence from defendants, victims, and others. May include evidence photographs documenting crime scenes, accidents, and other incidents. Records often include receipt forms, evidence control sheets, property reports, destruction lists, property consignment sheets, seized firearm logs, homicide evidence inventories, and other documents. Information usually includes case number, tag number, date and time, property or evidence description, storage location, release date, and other data.

Retention *Record copy:* Retain by agency until superseded, obsolete or no longer needed and then destroy.

SG1652. PROPERTY REGISTRATION RECORDS

Records documenting the registration of property for identification in case of theft, loss, or burglary. Property includes but is not limited to bicycles, televisions, cameras, stereos, and guns. Information may include name, address, and phone number of owner, date, description of property, serial number, and related data.

Retention *Record copy:* Retain by agency until registration is expired, superseded or obsolete and then destroy.

SG1653. PROPERTY SALES RECORDS

Documents sale and conveyance of real and personal property by the enforcement agency. May include certificates of levy, notices of sale, publication proofs, mailing receipts, copy of judgment and execution, certificate of sale, return of service, and copy of deed issued.

Retention *Record copy:* Retain by agency for 7 years and then destroy.

SG1654. RADAR EQUIPMENT AND OTHER TECHNICAL EQUIPMENT CERTIFICATION AND MAINTENANCE RECORDS

Records documenting the calibration and maintenance of radar or other technical equipment that may be useful in documenting the accuracy of the readings. Often includes original factory certification of calibration. If tuning fork tests reveal an inaccuracy, the equipment is removed from service for repair and re-calibration. Information related to maintenance and repair may include a description of work completed, parts used, date of service, equipment number, make, model, and related data.

Retention *Record copy:* Retain by agency for 2 years after disposition of equipment and then destroy.

SG1655. RECORDS REQUEST FILE

Retention *Record copy:*

A. Request for access to public records, when request is granted.
Retain by agency for 1 year and then destroy.

B. Request for access to public records, when request is denied, including statement of denial, appeal records, documentation of review and decision.
Retain by agency for 1 year after final determination and then destroy.

SG1656. RESULTS OF ALCOHOL AND DRUG TESTS ADMINISTERED BY LAW ENFORCEMENT PERSONNEL

When not included as part of case investigation record.

Retention *Record copy:* Retain by agency for 5 years and then destroy.

SG1657. TELETYPE / FAX / ELECTRONIC MESSAGES

Incoming and outgoing teletype or other electronic messages concerning a variety of subjects of interest to the department. Subjects include incidents, meetings, arrests, warrant confirmation and others. Information includes date, time, originating agency, and text. These are messages not warranting inclusion in INCIDENT CASE FILES or other record series.

Retention *Record copy:* Retain by agency until superseded, obsolete or no longer needed and then destroy.

SG1658. TOWED VEHICLE RECORDS

Rotation lists and related records documenting tow truck requests and responses. Information usually includes date, name of requestor, name of towing company called, location, and other data. Records may also include documentation of vehicles towed from private property at the request of citizens. This information is used to prevent towed vehicles from being reported as stolen.

Retention *Record copy:* Retain by agency for 2 years and then destroy.

SG1659. TRAFFIC AND OTHER CITATION LOGS

Logs listing various information related to citations issued by the department. Usually includes type of citation, ticket number, name of violator, date of issue, and officer's name.

Retention *Record copy:* Retain by agency for 2 years and then destroy.

SG1660. TRAFFIC AND OTHER CITATIONS

Department copies of citations issued for traffic, motor vehicle, and other violations. Includes Uniform Traffic Citations, parking citations, and others. Information includes city and county, date and time, name and address, date of birth, sex, occupation, license number, state, year, make and model of vehicle, location of violation, state or city law alleged violated, conditions, name of officer issuing citation, and related data.

Retention *Record copy:* Retain by agency for 2 years and then destroy.

SG1661. TRAFFIC VIOLATION WARNING RECORDS

Records documenting warnings issued for traffic violations. Often used to determine repeat offenders and for follow-up investigations. Information usually includes date, time, category, name, address, phone number, date of birth, race, sex, hair and eye color, height, weight, Social Security number, drivers license number, make and model of vehicle, location of violation, violation, signatures, and related data.

Retention *Record copy:* Retain by agency until superseded, obsolete or no longer needed and then destroy.

PROBATION

SG1662. MASTER SUMMARY RECORD

Index – Containing summary information on each case:

Retention *Record copy:* **PERMANENT.** Contact State Archivist.

SG1663. PROBATION DEPARTMENT CASE FILES

Retention *Record copy:*

- A. Pre-sentence or predisposition investigation report; quarterly supervision reports, including initial supervision plan; and termination report:

Retain by agency for 10 years after case closed and then destroy.

- B. All case record material, other than pre-sentence investigation report or predisposition report, quarterly supervisory reports, and termination report:

Retain by agency for 6 years after case closed and then destroy.

NOTE: *Although the above records have a less than permanent **Retention** period, the State Historical Records Advisory Board urges probation agencies to retain pre-sentence or predisposition investigation reports, quarterly supervision reports, and termination reports permanently. This type of material on occasion has been requested by judges. These reports contain information not available elsewhere, and document the government's role in the probation process.*

INDEX

A		Probation Department Case ----- A-9-69
Activity		Fingerprint
Reports, Law Enforcement ----- A-9-56		Cards ----- A-9-61
Alarm Records ----- A-9-56		Cards, Latent ----- A-9-61
Arrest Warrant		H
Log Records ----- A-9-56		Handgun Dealers' Sales Records ----- A-9-62
Records ----- A-9-57		I
B		Impounded And Abandoned Vehicle
Bonds		Records ----- A-9-62
Indemnity ----- A-9-62		Incident
Booking Records ----- A-9-57		Case File Indexes ----- A-9-62
Bulletins From Other Agencies ----- A-9-57		Case Files ----- A-9-62
C		Indemnity Bonds ----- A-9-62
Civil Enforcement Case Files ----- A-9-57		Informant Case Files ----- A-9-63
Communications Logs ----- A-9-57		Inmate
Computer		Accountability Records ----- A-9-63
Inquiry Records ----- A-9-58		Case File Indexes ----- A-9-63
Validation Records ----- A-9-58		Case Files ----- A-9-63
Crime		Meal Records ----- A-9-63
Analysis Records ----- A-9-58		Medical Records ----- A-9-63
Prevention Community Organization		Medication Records ----- A-9-64
Records ----- A-9-58		Telephone And Mail Logs ----- A-9-64
Prevention Program Records ----- A-9-58		Visitor Records ----- A-9-64
Prevention Security Survey Records ----- A-9-59		Internal
Prevention Vacation House Inspection		Investigations Case Files ----- A-9-64
Records ----- A-9-59		J
Criminal		Juvenile Temporary Custody Records ----- A-9-64
Arrest History Records ----- A-9-59		L
Intelligence System Database Records ----- A-9-60		Law Enforcement Records ----- A-9-56
D		Lost And Found Property Records ----- A-9-64
Detoxification Confinement Logs ----- A-9-60		M
E		Maps, Law Enforcement ----- A-9-65
Emergency		Master
Telephone Calls Continuous Audio		Name Index Records ----- A-9-65
Tapes ----- A-9-60		Summary Record, Probation ----- A-9-69
Equipment Issued Records ----- A-9-60		Mug Shots ----- A-9-65
Expunged Or Sealed Records ----- A-9-61		O
F		Officer
Field Interrogation Reports ----- A-9-61		Notes ----- A-9-65
Files		Weapon Registration Records ----- A-9-65
Civil Enforcement Case ----- A-9-57		P
Incident Case ----- A-9-62		Pawn Broker And Second Hand Dealer
Incident Case, Indexes ----- A-9-62		Reports ----- A-9-65
Informant Case ----- A-9-63		Photo
Inmate Case ----- A-9-63		
Internal Investigations Case ----- A-9-64		

Identification Records - - - - -	A-9-66
Polygraph Records - - - - -	A-9-66
Probation	
Department Case Files - - - - -	A-9-69
Master Summary Record - - - - -	A-9-69
Property	
Evidence Control And Disposition	
Records - - - - -	A-9-66
Registration Records - - - - -	A-9-66
Sales Records - - - - -	A-9-66

R

Radar Equipment And Other Technical	
Equipment Certification And Maintenance	
Records - - - - -	A-9-67
Records	
Alarm - - - - -	A-9-56
Arrest Warrant - - - - -	A-9-57
Arrest Warrant Log - - - - -	A-9-56
Booking - - - - -	A-9-57
Computer Inquiry - - - - -	A-9-58
Computer Validation - - - - -	A-9-58
Crime Analysis Records - - - - -	A-9-58
Crime Prevention Community	
Organization - - - - -	A-9-58
Crime Prevention Program - - - - -	A-9-58
Crime Prevention Security Survey - - - - -	A-9-59
Crime Prevention Vacation	
Inspection - - - - -	A-9-59
Criminal Arrest History - - - - -	A-9-59
Criminal Intelligence System Database - - - - -	A-9-60
Equipment Issued - - - - -	A-9-60
Expunged Or Sealed - - - - -	A-9-61
Handgun Dealers' Sales - - - - -	A-9-62
Inmate Accountability - - - - -	A-9-63
Inmate Meal - - - - -	A-9-63
Inmate Medical - - - - -	A-9-63

Inmate Medication - - - - -	A-9-64
Inmate Visitor - - - - -	A-9-64
Juvenile Temporary Custody - - - - -	A-9-64
Law Enforcement - - - - -	A-9-56
Lost And Found Property - - - - -	A-9-64
Master Name Index - - - - -	A-9-65
Officer Weapon Registration - - - - -	A-9-65
Photo Identification - - - - -	A-9-66
Polygraph - - - - -	A-9-66
Probation, Master Summary - - - - -	A-9-69
Property Evidence Control And	
Disposition - - - - -	A-9-66
Property Registration - - - - -	A-9-66
Property Sales - - - - -	A-9-66
Radar Equipment And Other Technical	
Equipment Certification And	
Maintenance - - - - -	A-9-67
Request File - - - - -	A-9-67
Traffic Violation Warning - - - - -	A-9-68
Vehicle, Impounded and Abandoned - - - - -	A-9-62
Vehicle, Towed - - - - -	A-9-67

Reports

Field Interrogation - - - - -	A-9-61
Law Enforcement Activity - - - - -	A-9-56
Pawn Broker And Second Hand	
Dealer - - - - -	A-9-65

Results Of Alcohol And Drug Tests

Administered By Law Enforcement	
Personnel - - - - -	A-9-67

T

Teletype / Fax / Electronic Messages - - - - -	A-9-67
Towed Vehicle Records - - - - -	A-9-67
Traffic	
Other Citation Logs - - - - -	A-9-68
Other Citations - - - - -	A-9-68
Violation Warning Records - - - - -	A-9-68